



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .2700  
Title: Food Service Audits  
Issue Date: 06/01/2020  
Supersedes: 04/01/2013

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**POLICY AND PROCEDURE**

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**.2701 PURPOSE**

A comprehensive food service audit is conducted by the Central Food and Nutrition Management Office. The audit is a tool used to determine each facility's degree of compliance with established policy and procedures.

**.2702 PROCEDURES**

- (a) Notification of the food service audit date will be sent via email by the Region Dietitian to the Warden or designee with copies to the Director of Food and Nutrition Management and the Region Director.
- (b) The audit will begin with an entrance conference with the Warden or designee.
- (c) Once the audit is concluded an exit conference will be held with the Warden or designee to discuss the findings of the audit.
- (d) A formal written report will be forwarded to the Warden with copies to the Director of Food and Nutrition Management, the Region Director responsible for that facility, the Director of Rehabilitative Services, and the Chief of the Internal Audit Section.
- (e) The audit tool will be evaluated annually by the Director of Food and Nutrition Management and the Region Dietitians and will be revised as needed.

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Commissioner of Prisons

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June 1, 2020

Date